

## **POLICE RECORDS CLERK**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible clerical positions, the primary duties of which are receiving and processing department records and reports of activity. Employees of this class perform routine typing duties, answer telephones, and enter records into the department computer, in addition to entering information in department files and retrieving such information as required. Employees of this class perform routine duties independently, and report to and have work reviewed by a Police Captain.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures; corrects errors in records and reports or returns them for correction. Processes or files records according to department procedures. Enters routine information in department records. Fills out all forms or records required or assigned to this position. Reads graphs, charts, manuals, records, reports, or related department documents and compiles data needed for reports.

Opens, sorts, and distributes incoming mail for the department or for the Chief's office as directed. Processes outgoing mail and interdepartmental correspondence. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions. Answers any telephone calls coming in on assigned lines and handles routine matters, or transfers caller following department procedures. Acts as receptionist for any visitors to the Chief's office. Answers questions and handles routine requests by visitors to the office.

Types letters, forms, memos, statements, formal reports, or any other documents assigned. Sets up a filing system. Files correspondence, cards, forms, records, or reports. Retrieves information or documents from the files. Operates a computer terminal, copying machine, calculator, or adding machine to enter or retrieve information. Develops new procedures for office functions when necessary.

Keeps accounts showing the money and assets of the police

department.

Maintains an inventory of supplies and equipment for clerical functions. Prepares purchase requisitions according to departmental procedures and orders supplies. Disburses supplies and equipment as required.

Operates communications equipment for short periods to relieve communications personnel.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and must have a birth certificate to show proof of citizenship of United States.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must establish and maintain residency within a twenty (20) mile radius (air miles) of the Opelousas city limits at all times while employed with the city of Opelousas.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must present a certificate verifying the ability to type twenty-five (25) words per minute.

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